

**COGNITA**

**First Aid and Medicines Policy**

**ELIS Villamartín**

**2018- 19**

# **First Aid and Medicines Policy**

## **Introduction**

### **First Aid**

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### **Medicines**

At El Limonar International School Villamartín we have a clear understanding of our responsibilities towards children throughout the school day. From time to time, it is inevitable that a student may become ill and whilst our strongest recommendation is that a sick student should stay at home, we recognise that there are times when a student is well enough to attend school whilst still requiring medication to treat a non-infectious illness or to complete a treatment course that their doctor has prescribed. It is also the case however that ELIS Villamartín has a responsibility to protect its employees from any situation that could expose them to legal or any other risks whilst at work due to the fact that they are not trained in the administering of medicines.

### **Private Medical Insurance**

El Limonar International School has no private medical insurance for educational activity within Spain (trip providers and transport contractors do). All medical emergencies will be treated by Social Security. It is vital that the school has a copy of the social security card/number of all students and staff.

## **Risks**

We will undertake a risk assessment of First Aid needs to ensure adequate provision is available. This will include:

- The identification of pupils with specific conditions e.g. asthma, allergies and chronic medical conditions
- The identification of specific hazards in school and during school activities outside of our school sites

## **Responsibilities**

The overall responsibility for Health and Safety, which includes First Aid, rests with the Executive Principal. The Heads of School Section are responsible for putting this policy into place, including informing staff and parents.

- All staff, should be aware of available First Aid personnel (listed at the end of this policy) facilities, and the location of First Aid boxes and information.
- First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings.
- Adequate First Aid cover will be provided during lesson times, as well as during break times. If a staff member is alone on a trip then they must have access to a telephone in order to summon help.
- First Aiders must have attended a recognised First Aid course approved by the local authorities and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.

**The schools retain the right and the responsibility for making judgements in the case of medical emergency and for calling the emergency services if it is considered to be necessary.**

First Aid does not include the administration of medicines. Policy and procedures for administering medicines to students will be found at the end of this policy.

It is the work of the HR Department to ensure staff at the school have access to basic First Aid training. Heads of school section must ensure that good practice is being carried out within the school and at events and activities organised by the school.

First Aid cabinets are situated in each school office/Reception areas. There is a First Aid cabinet in the school kitchen as well as on each floor of the building. The contents of the First Aid cabinets/kits are to be regularly checked and maintained by the designated school secretary/ies.

**Reporting & Recording of Accidents**

El Limonar International School Villamartín recognises that we have a duty to report and record incidents that involve:

- The reporting of injuries, diseases and dangerous occurrences
- All bumps or knocks to the head

An unreliable accident/incident reporting system, or the under-reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors. Inadequate incident reporting procedures will also inhibit statistical analyses of accident data.

**Procedures**

At El Limonar international School Villamartín we make every effort to minimise the risk of accidents but we recognise that accidents may still occur. All accidents to pupils, staff, parents and visitors, must be recorded and reported to Heads of school section, the Executive Principal or school section Heads as soon as possible after the accident takes place if

necessary. The First Aider present will deal with the accident and treat any injuries as required.

Once the individual/s has/have been treated, all details regarding the accident will be recorded on an accident form (copies in reception) by a member of staff who was present. An investigation into the accident should be undertaken as soon as possible by the relevant section Head with judgements made as to what can be done to reduce the risk of similar accidents occurring again.

Any bumps, bangs or knocks to the head will be recorded and communicated to parents by the school office. Accident forms must be kept in respective school office areas. A copy of each completed form must be kept in school records for at least three years.

Accidents/near misses should be reported to the school Health & Safety Compliance Committee (HSCC) so that preventative measures can be discussed to reduce subsequent risk.

### **Medicines Policy and Procedures**

Following a detailed analysis of the legislation in Spain concerning the administering of medicines to the children of others during the school day, the school is able to publish the following policy:

Medicines will be administered by a member of the school personnel - this could be the student's Tutor, a member of the Administration or a school first Aider as chosen by the SLT - during the school day when the following requirements are met by the child's parent:

- 1. A dated doctor's prescription that include the child's name, the correct date, the doses required and the times that the doses must be administered.**
  - 2. Written permission from the parent for the school to administer the medication with the correct date and signature. Please note that a new permission must be sent for each prescribed medicine.**
- Please note that non-prescription medicines cannot be administered by school staff.
  - Staff cannot administer any medication that requires injection, mixture to create the correct dose, or any type of medication that requires preparation immediately before it is administered. School staff cannot change dressings that will bring them into contact with open wounds.
  - It is strongly recommended that if a student is required to take medication, arrangements are made by parents with the doctor for the necessary doses to be programmed outside of school hours whenever possible.
  - If an older student is trusted by their parents to administer their own prescribed medication during school time, it is done so at the family's own risk. The student's Tutor must however be informed.
  - Parents have the option of coming onto the school site during the day to administer medicines to their own children. This must be organised in advance by contacting the child's class teachers and the relevant school SLT member.
  - Any agreements between the school and families that are in place concerning the long-term medical needs of a student have to be individually organised and

reviewed annually. Any such agreement needs to be approved in writing by the relevant member of the SLT.

### **Staff with First Aid Training:**

Our appointed person (First aid co-ordinator) in school who is responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required is **Belén Santiago**.

The appointed First Aid Coordinator is additionally responsible for:

- Making arrangements for renewing first aid qualifications within the given time period
- Ensuring that lists of First Aiders are displayed and up to date
- Ensuring that First Aid kits are regularly checked and replenished as necessary
- Ensuring that the Accident and Incident Record books/forms are completed

The following staff have completed a recognised training course in First Aid:

**Juana Maria González; Liliana Restrepo; Rosario Flórez; Maria Jesus Vergara; Mari Carmen Casanova; Teresa Fernández; Estefanía Vera; Ana Maria Lucas; Renata Narloch; Belén Santiago; Nicholas Clark-Steel; Gloria García; Rubén López; Ana Maria Campoy.**

The following staff have completed a paediatric course in first aid:

**Belén Santiago; Ana María Campoy; Michelle Heffernan; Beatriz Hinojal; Stewart Stark; Louise Procter; Nichola Farr; Claire Allison; Gema Ruiz, Rubén López**

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## Appendix 1:

### Specific procedures for EY and KS1 for when a student is sick or First Aid needs to be administered.

- It is vital that an immediate evaluation is made of the student by either the EY Coordinator or senior staff member who has paediatric first aid training
- As with all students, if illness is clear (including fever, signs of stomach infection or any knock or bang which has caused swelling or bruising) the student's parents must be called immediately
- All relevant first aid steps must be followed as for other students (applying ice, cleaning the wound, taking temperature)
- If the fever appears to be significant, when telephoning the student's parents it is important to check if *Dalsy* can be administered immediately
- If in this case a parent cannot be contacted, it is important to check school records as to whether *Dalsy* can be administered.
- In case of significant injury, as well as the accident reporting form, the Head of school section must be informed so that they can complete the required SIRF (Serious incident Reporting Form)
- In case of an accident that is serious enough to keep a student off school, it is important that a member of the team call home to check on the student's progress

**Appendix 2: Example of accident reporting form (copies held in the school office)**

**APPENDIX: FORMULARIO ACCIDENTE ESCOLAR/SCHOOL ACCIDENT REPORT FORM**

Nombre y Apellidos alumno/ Pupil's full name
Algún tipo de alergia/ Any known allergies
Clase/Class:
Fecha/Date:
Hora/Time:
Lugar del accidente/ Where accident happened
Descripción del accidente/ Description of accident
Personas presentes en el momento del accidente/People present at time of accident
Observaciones o medidas especiales/Observations or special considerations

**TIPO DE LESION / TYPE OF INJURY**

GOLPE/KNOCK OR BUMP	POSIBLE FRACTURA/POSSIBLE FRACTURE
HERIDA/WOUND	EROSIONES/GRAZE
QUEMADURA/BURN	PICADURAS/STING OR BITE
OTROS/OTHERS	
COMENTARIO/COMMENTS	

**PARTE DEL CUERPO LESIONADA/INJURED PART OF BODY**

CABEZA/HEAD		OJO/EYE	
CUELLO/NECK		OIDO/EAR	
PECHO/CHEST		NARIZ/NOSE	
ESPALDA/BACK		BRAZO/ARM (indique la parte) (which part?)	
ABDOMEN/ABDOMEN		PIERNA/LEG (indique la parte) (which part?)	
OTROS/OTHERS			

COMENTARIO/COMMENTS

**DATOS ADICIONALES/ADDITIONAL INFORMATION**

	SI /YES	NO/NO	cuanto tiempo/for how long?	con que frecuencia?/how regularly
Ha perdido el conocimiento/ Did the child lose consciousness?				
Ha vomitado/Has the child been sick?				
Ha convulsionado/Has the child suffered convulsions?				
Otros datos/Further details				
COMENTARIO/COMMENTS				

**ASISTENCIA O CURA/TREATMENT**

Frío/Cold-pack or ice	
Inmovilización/Immobilisation	
Lavado con agua/wound washed	
Ha bebido agua/has the child drunk water?	
Ha comido algo/has the child eaten anything?	
Otros/Other	

**ASISTENCIA HOSPITALARIA/HOSPITAL TREATMENT**

SI /YES  (indique donde) (where?)	NO/NO
TELEFONO Y PERSONA DE CONTACTO; FAMILIAR GRADO DE PARENTESCO;HORA LLAMADA A CASA  NAME, RELATIONSHIP AND TELEPHONE NUMBER OF PERSON CONTACTED.TIME OF CALL.	
PERSONA QUE FIRMA EL PARTE/REPORT FORM FILLED IN BY	
Nombre y Firma/Name and signature	